



November 19, 2014

**KANSAS BULLETIN NO. KS360-15-5**

**SUBJECT: PER—Fiscal Year 2014 Performance Awards**

**Action required by:** December 5, 2014

**Purpose:** To provide guidance on the subject awards

**Expiration Date:** September 30, 2016

Management Team (MT) members will work with their respective supervisors to determine fiscal year (FY) 2014 performance awards that will be entered into EmpowHR by MT members. Entering of requests may begin immediately with all entered no later than **December 5, 2014**. Round all award amounts to the nearest \$100 without exceeding the maximum allowed percentage.

Eligibility for a performance award based on FY2014 ratings is as follows:

- Outstanding summary rating—Award amount must be between 1.5 and 2.4 percent of salary.
- Superior summary rating—Award amount must be between 0.5 and 1.4 percent of salary.

If the employee's FY2014 performance award is based on an appraisal period which is less than 9 months (would apply to new hires or newly converted students), the award will be pro-rated according to the table below:

Length of Appraisal Period in Months	Pro-rated Award Amount
0—less than 3	Not eligible
3—less than 6	50%
6—less than 9	75%

Employees with “fully successful” summary ratings are not eligible for monetary performance awards based on their FY2014 rating. Time-off awards may be awarded for duties they performed that are addressed in their rating that exceeded expectations. The monetary value of these awards must be less than 0.5 percent of salary.

To determine the current salary of an employee, supervisors can access the last Standard Form (SF)-50 in EmpowHR by going to “Manager Self-Service>View>Employee Personnel Actions>Employee’s Name>See Details.” For supervisors of employees with direct reports, click the “Direct Reports” box followed by the employee’s name and “See Details.” The most current action is listed on top.

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For audit purposes, award justifications must be adequate to support the award and dollar amount being requested. Justifications must clearly state the following:

- What the employee accomplished.
- The time period covered by the accomplishment. (For performance awards those dates are 10/1/2013 to 9/30/2014 unless new to the agency. Time-off awards may vary based on time period of accomplishment.)
- How the accomplishment exceeded normal expectations of the employee's role.
- The result or outcome of the accomplishment.

Each MT member should provide Shawna Carter a spreadsheet with a list of names of employees and award amount who have been recommended for an award (performance or time-off) as soon as requests have been completed in EmpowHR.

Every effort will be made to process approved awards in pay period 24 which means monetary awards should reach employees' accounts by December 22, 2014. Employees receiving a time-off award will have one year after the effective date of the award in which to use the hours they receive. Employees will be responsible for referring to their SF-50 for the effective date of the action.

**Contact:** Shawna K. Carter, [shawna.carter@ks.usda.gov](mailto:shawna.carter@ks.usda.gov), 785-823-4513

*(signed)*

ERIC B. BANKS  
State Conservationist